



Lewis & Clark County Sheriff's Office

Leo C. Dutton, Sheriff

Criminal Investigations Bureau's Office of Property & Evidence

221 Breckenridge St. – Helena, MT 59601 – Phone: 406-447-8250 – Fax: 406-449-8452

Integrity - Compassion - Accountability - Respect - Excellence - Service

PROPERTY RELEASE REQUEST

Case Number _____

Request made by: VICTIM___SUSPECT___ Suspect is ADULT___JUVENILE___

IMPORTANT: Please print legibly and answer all questions fully.

FAILURE TO DO SO WILL VOID THIS REQUEST

Name: _____ Date: _____

Address _____ Home # _____

City & State _____ Zip: _____ Work # _____

Property owners name if different*: _____

Agency holding the property: _____

FULLY describe item(s) you are requesting. Put one item per line. Use back of form if necessary.

INCOMPLETE DESCRIPTIONS WILL VOID THIS REQUEST

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

When was the property taken? _____

Why was it taken? EVIDENCE___SAFE-KEEPING___LOST/FOUND___OTHER___

Was anyone arrested? YES___NO___ If yes, who? _____

This form must be completed in order for you to receive property retained by this agency. The form must be legible and fully completed to avoid delay. Our goal is to serve you as quickly as possible, but be aware that the property release process is time consuming. When your property is ready for release, you will be notified by mail to call and make an appointment.

Information regarding property will not be released over the telephone.

*** - Notarized Release form must also be completed if you are not the owner.**

IF YOUR FORM IS ILLEGIBLE OR DESCRIPTIONS ARE INCOMPLETE, YOUR REQUEST WILL NOT BE PROCESSED.